



Australian Government

SISXFAC003 Implement facility maintenance programs

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to implement a maintenance program for a facility, including monitoring equipment, supplies and assets.

This unit applies to recreation or grounds assistants under supervision in a range of roles and settings in the sport, fitness or recreation industry. This includes providing support in the provision of grounds and facilities maintenance and routine housekeeping in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres. Work is performed according to relevant legislation and organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Facility Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify maintenance program requirements.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Access relevant organisational maintenance programs for the facility.
- 1.2 Clarify responsibilities with appropriate personnel as required.
- 1.3 Identify maintenance schedules and budgets.
- 1.4 Offer suggestions that support the effective implementation of the maintenance program.

- 1.5 Identify strategies to minimise impact of maintenance activities on facility users.
2. Implement a maintenance program.
 - 2.1 Conduct routine maintenance activities within scheduled timeframes and budgets.
 - 2.2 Maintain facility function without interruption where possible.
 - 2.3 Maintain safety of facility users at all times.
 - 2.4 Respond promptly to requests for maintenance assistance.
 - 2.5 Research and seek feedback from facility users on effectiveness of maintenance program.
 - 2.6 Report recommendations to the responsible person, which contribute to the increased efficiency of maintenance.
3. Respond to failed or unsafe equipment.
 - 3.1 Identify faulty equipment and erect clear and noticeable warning signs.
 - 3.2 Assess failed or unsafe equipment.
 - 3.3 Perform repairs within designated responsibility.
 - 3.4 Tag and isolate unsafe equipment, which cannot be repaired within own area of responsibility, promptly.
 - 3.5 Report unsafe equipment promptly to the responsible person and document as required.
 - 3.6 Complete reports on all repair work undertaken.
4. Monitor supplies and records.
 - 4.1 Maintain supply and stock levels to ensure ongoing availability.
 - 4.2 Purchase, receipt, store and issue supplies.
 - 4.3 Reconcile supply and stocks levels with paperwork and rectify or report discrepancies to nominated person within designated timelines.
 - 4.4 Maintain supply records and update.
5. Monitor function and value of assets.
 - 5.1 Check condition of assets regularly against criteria to ensure retention of function and value.
 - 5.2 Respond to identify problems promptly.
 - 5.3 Determine value of supplies and stock.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS**DESCRIPTION**

Reading skills to:

- interpret maintenance documentation.

Problem-solving skills to:

- conduct maintenance tasks in the most efficient and cost-effective manner that protects the function and value of assets.

Unit Mapping Information

SISXFAC303A Implement facility maintenance programs

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>